

**Academy of Distinguished Medical Educators
Texas A&M Health Science Center
School of Medicine
INNOVATION IN EDUCATION GRANT PROGRAM
GRANT APPLICATION AND INSTRUCTIONS**

ADME GRANT PREPARATION CHECKLIST

The following materials are required and should be included in your proposal, IN THE FOLLOWING ORDER:

- A. A **Proposal Narrative** that is no more than 5 pages, double-spaced, in 12-point arial type with one-inch margins. The narrative should include all pertinent figures, charts, and tables within this section as well as the following information:
 1. **Background Information** or **Rationale** for the proposed research, highlighting how the proposed project is innovative and fulfills the *ADME Innovation in Education Grant* goals. Any relevant published work should be cited and a list of those references should be included as an Appendix.
 2. The **Hypothesis** or **Research Question(s)** and specific outcome objectives for the project.
 3. A **Description of the Research Design and Methodology**, including:
 - a clear description of how any data is to be collected and how it is to be organized to facilitate analysis
 - the details of proposed analytic methods and statistical tools to be used
- B. **Budget Form**: The budget should include summary information on expenditures for which ADME funds are requested. The maximum funding amount is \$3K for one year. Applicants may request up to \$3,000 per proposal. The funds may be applied to the cost of: consultants (e.g. evaluators, statisticians, etc.), supplies, support staff, compensation to research participants, publication costs. If collaborators from other TAMU Colleges are participating, financial support from these Colleges is encouraged.
- C. A **Budget Narrative** that describes the details of each expenditure category for which ADME funds are requested. This should provide a justification for the request describing how the expenditures are related and necessary to the proposed project.
- D. A **Project Timeline** that highlights critical milestones and key project resources needed to reach the stated objectives.
- E. A brief description of the **Primary Qualifications of the Principal Investigator** and other key members of the research team (including consultants), including their roles in the project and highlighting evidence of their experience in medical education and in using tools and methods to be used in the research, as required to meet project objectives. For a position "To be announced" (TBA), the required qualifications should be noted.
- F. Current **Biographical Data Forms** for key project team members (in addition to the "Primary Qualification of the Principal Investigator"). The Biographical Data Form is on page 3 of this document.
- G. **APPENDICES** that are in the following order, although some may not be applicable to your proposal.
 1. **Literature cited**, including complete titles and all authors.
 2. **Figures, charts, and tables** that are not included in the narrative.

3. For proposals that include the participation or collaboration of organizations or individuals outside of the applicant institution, any **Letters of Agreement** documenting each institution's and any consultant's willingness to cooperate, should be included. The letters must include a description of their roles in the project.
4. If the proposed project requires human subjects, attach a copy of official to-date documentation of its **Institutional Review Board (IRB) certification status** (i.e., "pending," "approved," etc.) at the time of proposal submission. For projects designed to be "exempt," the ADME requires that the applicant's IRB provide written documentation that it meets related requirements. NOTE: Applicants must forward a copy of the final IRB assurance to ADME when received, since IRB certification is required before a grant can be made final¹.

BIOGRAPHICAL DATA FORM

The form below should be copied and pasted into your proposal as needed for each key member of the project team, as well as any consultants included on the Project Budget Form.

BIOGRAPHICAL DATA FORM

Please provide the following information for all key project personnel and for any consultants included on the Project Budget Form. Complete a copy of the form as needed for each additional person.

1. Name/Position in Project:

2. Education/Training:

(Begin with baccalaureate and include any postdoctoral training.)

Institution and Location	Degree	Year(s)	Field of Study
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3. Research and Professional Experience:

List this information below in chronological order, concluding with present position. Include only related previous employment, experience, and honors.

4. Publications:

List complete references to all publications during the past three years and to representative earlier publications pertinent to this application, including titles and all authors, also in chronological order. If the list of publications in the last three years exceeds two pages, select the most pertinent publications. DO NOT EXCEED TWO PAGES.

ELECTRONIC SUBMISSION OF PROPOSALS

- A. **Completeness:** Application materials must be assembled in the order specified above and, if possible, submitted as one PDF file.

- B. **Attaching your file:** Proposals must be attached as one electronic file in the ADME grants portal in PDF document format. Please include the last name of the PI in the proposal file name.

If you have questions about the submission process you may contact the ADME grants staff:

Email:

Phone:

Fax: